

## Office Memorandum • UNITED STATES GOVERNMENT

~~CONFIDENTIAL~~

DATE: DEC 19 1951

TO : Advisor For Management

FROM : Chief of Procurement

SUBJECT: Assignment of Administrative Pool Position

1. Reference is made to paragraph 2-a of memorandum, like subject, from this office, dated 12 October 1951.

2. Request is made for the immediate assignment of one of the two remaining unassigned positions within the personnel ceiling established for this office.

3. The grade and classification of subject position is as follows:

*General Supply Officer R.S.*  
Assistant Special Projects Officer - GS-12

The duties of this position include and supplement all that are listed for the Special Projects Officer, giving him assistance and support and representing him when necessary.

25X1

JAMES A. GARRISON

*Approved as indicated.*  
*Class - Wage*  
*R.S. 12/25/51*

25X1

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. *98* NO CHANGE  
IN CLASS/ (DECLASS/ /CLASS CHANGED TO: TS S *82* RET. JUST *82*  
NEXT REV DATE *1/1/52* REV DATE *14/5/52* REVIEWER \_\_\_\_\_ FPE DOC. *82*  
NO. PGS *1* CREATION DATE \_\_\_\_\_ ORG COMP *35* OF *32* ORG CLASS *S*  
REV CLASS *C* REV COORD. \_\_\_\_\_ AUTH: HR 70-3

*#485*  
*Jm 1/2/52*

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SECURITY INFORMATION